

Guidance on Expenditure of Title II Funds

Expenditure	Status
<p>HQ Teacher Reimbursements</p> <p>General Considerations:</p> <ul style="list-style-type: none"> Request HQT Report from Title II Determine if amount requested to address # of non-HQ teachers is reasonable and appropriate. <p>Guidance:</p> <ul style="list-style-type: none"> Teacher reimbursement for AEPA core content exams only. Cost for AEPA exam including registration is \$105. Support to pass the AEPA content exam including: <ul style="list-style-type: none"> Purchase Expanded Diagnostic Feedback for failed exam. Tutoring/study materials to pass exam. Reimburse for Test Preparation Seminars. Reimbursement for coursework to become highly qualified including: <ul style="list-style-type: none"> Reading Specialists needing endorsement. Core content areas (only if AEPA exam does not exist). Grow Your Own- Special Education teachers. Grow Your Own- Core Academic paraprofessionals. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Professional Development</p> <p>General Considerations:</p> <ul style="list-style-type: none"> PD must be an Action Step on ALEAT tied to Goals 1, 2, and/or 5. PD must meet National Staff Development Council Standards (NSDC). Travel/per diem must be reimbursed at the State rate. <p>Guidance:</p> <ul style="list-style-type: none"> Funding for substitute teachers, teacher stipends and professional development supplies/materials must be an Action Step on ALEAT tied to Goals 1, 2, and/or 5. Details of professional development conferences should be provided and must be an Action Step on ALEAT tied to Goals 1, 2, and/or 5. Funds spent on internal trainers, consultants or contractors must include a Scope of Work to provide details. Reimbursement of fees to participate in the Take One professional development is an allowable expense. Professional Association dues are not allowable expenses. Student materials are not allowable expenses. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Personnel</p> <p>General Considerations:</p> <ul style="list-style-type: none"> All positions requested include a job description (qualifications, salary range, job responsibilities tied to intent of Title II) and # of FTE's. Split FTE's require a Time and Effort log to be maintained. <p>Guidance:</p> <ul style="list-style-type: none"> Teacher mentors must be part of a comprehensive mentoring program adopted by the district. Mentoring must be an Action Step tied to Goal 2 on ALEAT. Academic coaches must be an Action Step tied to Goals 1, 2, and/or 5. Coordinators (Title II or PD) must be an Action Step on ALEAT that is tied to Goal 1, 2, and/or 5. Contact the HQ Unit if the Title II coordinator is more than a .25 FTE. Emergency Teaching Certificates will not be issued to a candidate assigned to teach a core academic subject in a Title I school effective July 1, 2009. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>

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<p>Recruitment of HQ Teachers & Principals</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Use of signing bonuses to recruit HQ staff must follow the following priority: <ul style="list-style-type: none"> ➢ 1st, to achieve 100% HQ teachers in Title I programs. ➢ 2nd, to achieve equity (see definition). ➢ 3rd, Special Education. ➢ 4th, for hard to fill core academic areas. ➢ 5th, Alternative Pathways candidates that have completed Discover Teaching pre-service training. • Recruitment fees to Teach for America or Phoenix Teaching Fellows are allowable expenses. • Recruitment website fees are an allowable expense. • Salary and benefits for recruiters are not allowable expenses. • Job fair registration fees are an allowable expense. • Travel/per diem must be reimbursed at the State rate.. • Certification fees are not allowable expenses. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Retention of HQ Teachers & Principals</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Use of retention stipends to retain HQ staff must follow the following priority: <ul style="list-style-type: none"> ➢ 1st, to achieve 100% HQ teachers in Title I programs/student achievement. ➢ 2nd, to achieve Equity/Student Achievement.. ➢ 3rd, for Special Education/Student Achievement ➢ 4th, for hard to fill core academic areas/Student Achievement. • Retention stipends for principals if they have 100% highly qualified teachers by an established LEA deadline is an allowable expense. • Reimbursement of fees to participate in National Board Certification is allowable expenses. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Technology</p> <p>Guidance:</p> <ul style="list-style-type: none"> • A Scope of Work must be provided when training on the use of software is provided by consultants or contractors. This training must be an Action Step on ALEAT that is tied to Goals 1, 2, and/or 5. • Technology FTE's are not allowable expenditures. • Capital outlay for computer equipment/labs is not allowable expenditures. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Class Size Reduction</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Is the Class Size Reduction spreadsheet on the Application Tables complete? • Does the information conform to the CSR requirements from the AZ Guidance for Title II-A? • Compare current request with the number of CSR FTE's last year. • Has the LEA addressed adequately the rank ordered priorities of Title II-A prior to choosing CSR? 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>
<p>Transferability</p> <p>Guidance:</p> <ul style="list-style-type: none"> • Before requesting transfer of Title II funds, LEA must meet Title II priorities (HQ, PD). • Transfer of Title II-A funds to pay for administrative salaries and benefits is not allowable. • Transfer Title II-A funds for professional development is not allowable. 	<div> <input type="checkbox"/> Item(s) Appropriate <input type="checkbox"/> Additional Information Needed/Request Assistance Title II <input type="checkbox"/> Not Applicable </div> <p>Comments:</p>

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